

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
						<b>HQ Lead</b>
						► Develops Policy
						► Disseminates Policy
						► Delegates Responsibility
						<b>Operations Office/Site Office Lead</b>
						► Implementation Responsibility
						► Oversight
						► Approval Authority
						► "Who Does The Work?"
						<b>Staff</b>
						► Execute "Lead's" Instruction or Supports
<b>Human Capital Management</b>						
Human Capital Policy	L	S	S	S	S	
Delegated Personnel Authority	L				S	
► SES, SL, ST, and Excepted Service positions				L		
► Field - all positions				L		
Organizational Analysis and Position Management				L		
► FTE Management/Staffing Allocations				L	S	
► Work Force Planning/Analysis and Reporting				L		
Position Classification				L		
Position Sensitivity/Suitability Determinations				L		
Staffing and Recruiting Process (Request through Appointment)				L		
Employee Relations - Daily advice/assistance				L	S	
Work force discipline - Daily advice/assistance				L	S	
Performance and Awards System Management				L	S	

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## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Employee Benefits Administration (Benefits counseling - FEHB, FEGLI, Retirement, Leave administration)				L		
▶ Human Resource Systems (CHRIS and others)	L			L		
Processing and Personnel Records Management				L		
▶ Employee Health and Wellness Programs Administration				L		
▶ Labor Relations - Federal Union				L		
▪ Labor Agreement Negotiation and Administration				L		
▪ Employee Grievance and Complaint Processing				L		
▪ Principal Management Contact for ULPs/Union Issues				L		
▶ Drug Testing Administration				L		
Training/Development/Qualifications Programs	L			L	S	
▶ Maintenance of Official Training Records/Database				L		
▶ Manage Oak Ridge Training Center				L		
▶ Oversees Managing Contractors Training Programs				L		
▶ Manages and Conducts Training Needs Assessments				L		
▶ Manage Departmental Developmental Programs				L		
▶ Procures/Oversees/Monitors Training Vendor Activities				L		
▶ Manages Contractor Training Oversight Qualification Programs.				L		
▶ Manages ORO Facilitator and Organizational Development Programs				L		
▶ Develops and evaluates all ORO training				L		

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Federal Technical Capability Panel				L		
Technical Qualifications Program (TQP) Policy	L			S		
TQP Administration				L		
Diversity and EEO Policy	L			L		
Diversity and EEO Programs (Federal)				L	S	
Oversees Contractor Diversity Programs				L	S	
Administers Federal Affirmative Action Programs				L		
Administers Federal Discrimination Complaints				L		
Administers DOE Contractor Employee Protection Program				L		
Serve as the DOE Ombudsman	L					
<b>Contractor Human Resources</b>						
Contractor Salary Administration and approval of Key Personnel Salaries	L			L		
Oversight of Contractor EEO/Work Force Diversity activities	L			L		
Conduct and Administer Davis Bacon/SCA Determinations	L			L		
Facilitate Effective Labor Relations (Contractor)	L			L		
Pension and Benefits Administration	L			L		
Employment (Critical Skills) Functions	L			L		
Provides SME Advice to SEBs				L		
Coordinates and Investigates Contractor Employee Concerns				L		
Negotiation and Administration of Advance Understandings for Human Resources Costs				L		
Prepares Work Force Restructuring Plans and Approves Funding of Plans	L			L		
Coordinates M&O Assignments to HQ	L			L		
Oversight of Contractor Human Resources Program				L		

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Collect, analyze, and approve Contractor Work Force Information System				L		
Implementation of Federal Employment Guidelines (Contractor)				L		
Develops and Conducts Contractor Performance Assessments				L		
<b>Procurement and Contracts</b>						
Head of Contracting Activity (HCA) Authority	L			L		
Strategic Planning (Procurement)	L			L		
Resource Management and Development	L			L		
▶ Acquisition Career Development Program				L		
▶ Contracting Officer Warrant Program/Systems				L		
▶ Contracting Officer Representatives Program/Systems				L	S	
▶ Contracting Officer				L		
▶ Contracting Officer Representative				L	L	
▶ Acquisition Resource Planning				L		
Procurement Guidance and Support to cognizant organization and staff				L		
Balanced Scorecard/Objectives Matrix performance assessment programs used by the Department's federal procurement offices and major site and facility management contractors	L			L	S	
Federal Performance Assessment - perform self assessments and assist HQ in assessments of other DOE offices	S			L		
Administer activities of Contract Review Board				L	S	
Business Clearance Implementation	S			L		
Business Clearance Implementation (Subs)	S			L		
General Cost & Pricing Support & Policy Dissemination				L		

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Indirect Rate Management & Oversight				L		
Purchase Card Program administration and management	S			L		
Plan, coordinate and administer the Small Business Program	S			L		
Develop and implement cognizant organization procurement and financial assistance policy and procedures	L			L/S		ORO Policy
Review and implement HQ procurement and financial assistance policy and procedures				L		
Procurement Management Information and Automated Systems				L		
▶ PADS Database Management				L	S	
▶ Contracts Under \$25K System (CUTS) Management				L	S	
▶ Contractor Performance System (NIH Past Performance Database)				L	S	
▶ Procurement E-Commerce and Automated System				L	S	
▶ Procurement Authorization Tracking System (PATs)				L	S	
▶ Report Tracking System Database Mgmt. (RTS)				L	S	
▶ IPRO system database mgmt. (contract writing system)				L		
▶ Industry Interactive Procurement System (IIPS)				L		
▶ Web-page Development/Posting				L		
Contract Award and Administration Activities - solicit, evaluate, negotiate, prepare, execute and administer procurement and financial assistance awards and modifications				L	S	

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
► Extend/Compete Analysis and Recommendation (M&O only)				S	L	
► Make/Buy Plan Approvals/Implementation (M&O only)				S	S	Contractors
► Acquisition Planning				L	L	Joint Effort
► Source Selection Activities/Authorities	L	S	S	L	S	ORO Executes
► FOCI Determination				L		Security Lead
► OCI Determinations				L	S	
► Contract Management Plan				L		
► Contractor Appraisal Plan, Appraisal Agreement and/or PEMP				L	S	
► Fee Development, Negotiation & Administration				L	S	COR Assist
► Fee Determination				L	S	COR Assist
► Develop and administer Performance Based Incentive Evaluation Management Plan				L	L	CO/COR Lead
► Development Performance Based Incentive Evaluation Reports				S	L	COR Lead
► Subcontract Review Boards				L	S	
► Negotiate and execute modifications for all awards including changes to scope, terms and conditions, and exercise of options				L		
► Contractor Functional Liaison				L		
▪ Statement of Cost Incurred/Cost Claimed				L	S	
▪ Cost Allowability Determination				L	S	
▪ Notice of Intent to Disallow				L	S	
► Input into Contractor Performance System (NIH Past Performance Database)				L	S	
► Contractor Purchasing System Approval				L		
► Personal Property Management				L		
► Administer the programs for the Buy American Act, Service Contract Act, and Davis Bacon contractual provisions				L		

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## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
▶ Administer Javits-Wagner-O'Day program				L		
▶ Interagency Agreement (Funds-Out) Award and Administration				L	S	
▶ Simplified Acquisition Award and Administration				L	S	
▶ Financial Assistance Award and Administration		S		L	S	
▶ Contract Terminations				L	S	
▶ Contract and Financial Assistance Closeout				L	S	
Work for Others (includes CO review/approval)				L		
▶ Other Federal Agencies				L		
▶ Private Sector				L		
▶ CRADAs				L		
Other Support				L		
▶ Negotiate, award and administer major utility contracts for electric power and natural gas				L	S	
▶ Negotiate, award and administer contracts for Utilities Management and Energy Conservation				L	S	
▶ Negotiate and administer MOU's and MOA's with various activities, i.e., GSA, NNSA, SBA				L	S	
▶ Process and defend GAO / Agency protests				L		
▶ Negotiate and litigate contractor claims				L		
▶ Competition Advocate				L		
▶ Affirmative Procurement Program (Green Acquisition Advocate)				L		
<b>Real and Personal Property Management</b>						
Personal Property Administration - Plan, develop and execute guidelines and procedures for the management of personal property	L			L		
Property Systems Review and Approvals - cognizant organization and contractor				L		
Assist DOE-HQ in conducting other property reviews				L		

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Conduct property self-assessment review for cognizant organization				L		
Administer Motor Vehicle Program				L		
Administer contractor-managed DOE-wide precious metals pool				L		
Management of PRISM for the accountability and control of personal property				L		
Real Property Management				L		
► Acquisition by lease or purchase, Management, Control, & Disposition of Real				L		
► FIMS Administration				L		
Conduct Utilization Studies				L		
Screening for excess real property assets				L		
Federal Facility Maintenance Management				L		
Utilities Management/Energy Conservation				L		
Utilities Infrastructure Oversight				L		
Management of Federal Fleet				L		
Oversight of Federal Facility Maintenance and the ORR Roads and Grounds				L		
Requisitioning of Office Supplies and Office Equipment Maintenance				L		
Space Management				L		
Environmental Compliance for Federal Facilities				L		
Federal Shipping and Receiving Activities				L		
				L		
<b>Finance and Accounting Systems</b>						
Accounting, Fiscal, and Financial Management Policy and Principles	L			S		
Accounting, Fiscal, and Financial Management Practices and Procedural Inst.				L		
Accounting Controls Policies and Standards	L			L		
Accounting Operations				L		



# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
► Federal Operations				L		
► M&O/M&I Accounting Integration				L		
Fiscal Operations				L		
► Contract Financing				L		
► U.S. Treasury Reporting				L		
Financial Analysis and Reporting				L		
Accounting Liaison				L		
Audit Liaison and OIG/GAO Coordination				L		
Office Support Services (travel, payroll processing)				L		
Payment Processing				L		
Receivables & Collections Management				L		
Financial & Accounting Systems Development				L		
Waste, Fraud and Abuse Program Support				L		
Financial Oversight, Reviews and Audits				L		
Financial Advisory Services				L		
Indirect Cost Management				L		
Cost Accounting Standards Reviews				L		
Pricing of Goods and Services				L		
Federal Managers Financial Integrity Act Process				L	S	
Financial Management Control Program				L		
M&O Contractor Internal Audit Oversight				L		
Recommends investment strategy to DOE HQ CFO for D&D Fund investments				L		
Serves as Payment Processing Center for 8 DOE Operations/Field Offices				L		
Performs cost validations on Performance Based Incentives				L	S	
<b>Budget and Resources Management</b>						
Budget Policy and Procedures	L			S		
Allottee/Funds Certification and Distribution System				L		
Financial Management Development Program				L		

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## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Funds Control Process and Distribution				L		
▶ Advice of Allotments Issues to Field Elements				L		
▶ HQ Approved Funding Programs Issues to Field Elements				L		
▶ Develop Local Financial Plans (both M&O and non-integrated contractors)				L		
▶ Other Operating Requirements				L		
▪ Processing and recording commitments and obligations				L		
▪ Coordination of monthly AFP changes				L		
▪ Certification of Funds Availability (for each transaction)				L		
Maintain the Reimbursable Activity Processing System (RAP)				L		
Budget Formulation				L		
▶ Operate and Maintain automated Budget Formulation System				L		
▶ Produce integrated budget documents				L		
▶ Develop Program Direction Budgets				L		
▪ HQ		L				
▪ Field				L	S	
▶ Coordinate roll-out of budget information to public				L		
▶ Prepare responses to external inquiries regarding budgets				L		
Year End/Year Beginning Activities				L		
Budget Reporting				L		
▶ Develop/define actual reporting requirements and timing				L		
▶ Consolidate actual reports for program/management review				L		
▶ FIS/MARS Submission				L		
▶ Uncosted Balances Report				L		

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## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
► Functional Support Costs				L		
Budget Oversight and Validation				L		
► Review Budget and Reporting (B&R) Structure and Definition				L		
► Validation of Budget Estimates				L	S	
► Site Budget Reviews				L	S	
► Maintain Budget System Oversight				L		
Work Authorization Acceptance and Processing				L		
► Initiate Work Authorization				S	L	
► Acceptance: Work Authorization				S	L	
► Process Work Authorizations				L		
► Authorizing WAS to contractor				S	L	
Budget Systems and Integration						
► DOE Integrated Standardized Core Accounting System/Oracle				L		
<b>Program and Technical Support</b>						
<b>Science</b>						
Strategic Planning (Institutional Plan)	L				L	
Laboratory, Site Directed Research & Development					L	
SC Program Management	L				L	
Site coordination with other prime contractors					L	
Non-SC Programs executed by SC prime contractors (NE, EE, FE, NNSA, EM, WFO, SO) - Funds in					L	
► Multi-site Activities					L	
► Site-Specific Activities					L	
► Technical Expertise					L	
► Project Management Integration					L	
Human Subject Research Program		L			S	
Execute MOAs: NE and SC	L				S	

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Prepared Field Work Proposals				S	L	
Serve as Technical Information Liaison					L	
Infrastructure and Facilities Management						
► Facilities & Infrastructure Revitalization					L	
► Infrastructure & Facilities Program						
Implementation					L	
► Site Development Plans					L	
► Interagency Agreements - Funds Out				L	S	
Oversight of CRADA Program				L	S	
Liaison to Tennessee Valley Summit				L		
POC for HQ Technology Partnership Program				L		
<b>Nuclear Fuel Security and Uranium Technology</b>						
Fuel Cycle Security Support				S	L	
► Oversight of USEC Tc-99 Removal Program					L	
► Execution of Centrifuge Development Program	L-NE/GC			S	S	
USEC Program Management					L	
► Transfer of Uranium Inventories					L	
► Verification of PGDP Capability					L	
► Lease Administration				S	L	
► Execution of Regulatory Oversight Agreement				S	L	
Nuclear Material Management					L	
► Lease /Loan Program for Uranium					L	
► Sale of Uranium Materials					L	
► Maintain HEU Standards					L	
► Russian HEU Transparency Agreement Support					L	
<b>Environmental Management</b>						
Ongoing Program Management and Operation					L	
Strategic Planning	L		L		S	
► Integrated Lifecycle Baseline/Change Control				S	L	
► Prioritization of Work					L	
► Performance Measures				S	L	

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Development/Submission of Funding Requirements				S	L	CFO Assist
Work Authorization				S	L	CFO Assist
▶ Task Scoping Definition					L	
▶ Safety Basis Approval				S	L	ES&H Assist
Assessments: Technical and Managerial				S	L	ES&H Assist
Regulator Interface					L	
▶ Negotiates, Approve and Manage Agreements				S	L	
▶ Reports/Submittals					L	
▶ CERCLA Document Control					L	
Implementation of ES&H Program Elements				S	L	ES&H Assist
▶ Occurrence Reporting				S	L	ES&H Assist
▶ Stop Work Authority				S	L	ES&H Assist
▶ Startup/Restart Authority				S	L	ES&H Assist
Requirements Management				S	L	DMG Lead
Public Interface				S	L	PAO Assist
▶ SSAB/LOC/CAB				S	L	PAO Assist
Infrastructure Facility Management				S	L	
Technical Support to Leases for Activities at EM Sites				S	L	
Transportation Services				S	L	ES&H Assist
<b>Assets Utilization</b>						
Establish Policies for Reuse & Reindustrialization					L	
▶ Administers Activities					L	
Manages Assets Disposition (DOE & other agencies)					L	
▶ Facility/Material Reuse					L	
▶ Homeland Security Support				S	L	
▶ Classified Property				S	L	
Prepare Cost-Benefit & Life Cycle Baselines				S	L	
Manage Specific Program Elements for DOE						
▶ Business Center for Precious Metals & Recovery					L	

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
► Inorganic Membrane Commercialization Program				S	L	
► National Clearing House for Lead					L	
► National Electronics Recycling Center					L	
► National Program for Materials Recycle					L	
Oversees D&D Activities						
► Performance Assessment					L	
► Implementation of ES&H Program Elements				S	L	
► Change Control/Approval				S	L	
<b>OSTI</b>						
Establish and issue DOE-wide Policy and Practices for Management of Scientific & Technical Information (STI)		L			S	
► Define & Maintain Standards for STI					L	
► Conduct evaluations/assessments of DOE programs' and sites' STI management					L	
► Interface/exchange with other federal entities					L	
► Provide innovation in practices and systems to reduce costs and work load in managing STI					L	
► Coordinate DOE information policy on balancing Homeland Security and openness of science literature					L	
► Classified Information: Coordinate, promulgate & implement STI policy/practices					L	
► Negotiate International agreements for information exchange					L	
Collect, organize, and manage information for DOE					L	
► Harvest (collect) and announce DOE-produced STI					L	
► Collect foreign STI, including serving as Operating Agent to IEA's ETDE					L	

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## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
Assure DOE information preservation and protection					L	
► Operate DOE Repository					L	
Disseminate Information using e-government systems					L	
Build customized information systems, tools, and publications (cost-reimbursable)					L	
Maintain technical and physical infrastructure					L	
<b>Public Affairs, Information &amp; Intergovernmental Relations</b>						
Policy and Coordination	L					
External Relations and Communications Programs				L		
► Public, Community and Media Communications				L	S	
► Protocol				L		
► Intergovernmental Relations	L			L		
► Employee Communications				L	S	
► Educational and Other Outreach Programs				L	S	
<b>Environment, Safety and Health</b>						
ES&H, Emergency Management, and Quality Assurance Policy and Guidance	L			S		
Assessment of Field Element Performance	L			S		
Environmental Planning, Compliance, Monitoring & Permitting				L	S	
Site NEPA Process and Decision				L	S	
Programmatic NEPA Decision				L	S	
EIS Process and Decision			L	S	S	
ES&H Reviews and Oversight				L	S	
► Independent Readiness				L	S	
► Authorization Basis Reviews (SB)				L	S	
► Accident Investigations				L	S	
▪ Type A	L	S	S	S	S	
▪ Type B		L	L	S	S	

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
▪ Other (For Cause Reviews)				S	L	
Specific Subject Matter Experts (SMEs) (Specialized)				L	S	
► Coordinate Technical Support				L	S	
► Provide Technical Support				L	S	
HQ ES&H Lessons Learned Program Coordinator				L	S	
Price Anderson Activities				L	S	
FEOSH				L	S	
Corporate ES&H Performance Measurements Process	S			L	S	
Facility Representative Program Sponsor				L	S	
Facility Representative Program Administration & Maintenance				L	S	EM & SC Assist
ISMS Verification and Validations				L	S	
Pollution Prevention and Waste Minimization Program				L	S	
DNFSB Interface HQ	L			S	S	
DNFSB Interface Site Specific				S	L	
EEOICPA (Sick Workers Program)				L	S	
Coordination of Health Studies				L	S	
Manage Region 2 Radiological Assistance Program				L	S	
Transportation Safety				S	L	
Packaging Certification				S	L	
ORR Emergency Response/Emergency Management				L	S	
Management of OROC				L		
ORPS				L	S	
Cultural Resources Program				L	S	
Authority Having Jurisdiction (Fire protection)				L		
<b>Project Management</b>						
Project Planning					L	



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## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
► (GPP, LIP, IGPP, GPE, etc)					L	
Project Management					L	
► DOE Order 413.3				L	S	
► LCAM				L		
Project Manager Development and Training	L			S	S	Field Implements
Independent Project Reviews				L	S	
Project Controls Process				S	L	
► Value Engineering				S	L	
► ESAAB Support				S	L	
► Construction Services				S	L	
Federal Performance Assessment				S	L	
Integrated Project Teams	S			S	L	
Non M&O Project Management				L		
<b>Information Technology</b>						
Information Technology Enterprise Initiative (Federal)	L			S		
► Functional Oversight of Federal and Contractor Programs for Computing, Telecommunications, and Information Services				L		
▪ Long Range Planning	L			L		Joint Effort
▪ IT Support Services Contract Administration (computing, telecom, records management)				L		
▪ IT Portfolio (budget) Development				L		
▪ Information Architecture Development and Maintenance				L		
▪ IT Oversight Support (functional analysis)				L		
► Computing Operations				L		
▪ Computer Network Operation and				L		
▪ Software Engineering and Maintenance				L		
▪ Cyber Security Program Implementation and Maintenance				L		

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
▪Help Desk/User Services Operations				L		
▪Web Development and Maintenance				L		
▪Implementation of Federal Mandates (Clinger-Cohen Act, OMB Circulars, etc.)				L		
►Corporate Information System Implementation (CHRIS, E-GOV, SAS, etc.)				L		
▪Liaison with SC and HQ CIOs Offices (computer requirements)				L		
►Telecommunications Management				L		
▪Enterprise Communications Network Operations (hard-line voice and data)				L		
▪Enterprise Spectrum Management (interface w/NTIA)				L		
▪Enterprise External Connectivity (FTS 2001, DOEnet, DOEEN, ESNET)				L		
▪Telecommunications Security Management (COMSEC/TEMPEST)				L		
▪Physical Security System Installation and Maintenance (safety and security alarms)				L		
▪Enterprise Wireless Communications Management (radio system, pagers, cellular, wireless networks, etc.)				L		
▪Approve/coordinate for approval Enterprise telecommunications requests				L		
▪Liaison with HQ CIO and other federal agencies (telecommunications requirements)				L		
►Information Services (Records, Printing/Mail/Reproduction)				L		
▪Enterprise Records Management responsibility				L		
▪Enterprise Printing/Reproduction Management and Reporting				L		

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## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
▪Management of records holding, scheduling, dispositioning, retention, and archiving				L		
▪Distribution Center Management (mail, reproduction)				L		
Standards Management Program Administration				L		
▶ Serves as Directives Point of Contact and coordinates impact assessment of "Draft" DOE Directives				L		
▶ Performs oversight of Work Smart Standards development and change processes				L		
▶ Assists NNSA-YSO with oversight of S/RID change processes				L		
▶ Provides guidance and assistance to CO/CORs for the administration of Contractors Requirements Baseline				L		
▶ Maintains database of Secretarial and Operations Office Delegations				L		
▶ Manages development and maintenance of local directives				L		
▶ Serves as focal point for FMC Actions				L		
▶ Serves as repository for all MOA/MOUs				L		
▶ Maintains a database of directives "ownership" for Line and Support Organization				L		
<b>Legal</b>						
Litigation						
▶ Litigation Policy	L			S		
▶ Management and Oversight of Litigation against US/DOE				L		
▶ Oversight of Contractor Litigation				L		

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
▶ Processing of Administrative Claims (Federal Tort Claims Act)				L		
▶ Contingent Assets and Liabilities Report				L		
▶ Alternative Dispute Resolution (ADR)				L		
General Law				L		
▶ Ethics, including standards of conduct, conflict of interest, post-employment restrictions, financial disclosures, gifts, and Procurement Integrity Act				L		
▶ Whistleblower Complaints				L		
▶ FOIA/Privacy Act				L		
▶ Labor, employment, personnel, personnel security				L		
▶ Representation at MSPB, EEOC, and OHA (AR) hearings				L		
▶ Appropriated funds issues				L		
Intellectual Property Law						
▶ Tech Transfer review and negotiation, e.g., CRADAs, WFOs, contractor licenses, and small business programs				L	S	
▶ Determination and election of title to inventions				L	S	
▶ Review and negotiation of RFP, contract and subcontract IP clauses				L	S	
▶ Patenting federally-owned inventions				L		
▶ Protection of federal inventions, copyright and trademark rights				L		
▶ Review and approval of copyright, trademark, and open sourcing requests				L		
▶ Bailments and loans of federal IP resources for scientific research				L		

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## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
► MOUs, interagency and international agreements re: tech transfer, resource sharing, IP rights and management, etc.				L		
► Resolution of tech transfer and licensing disputes between contractors and third parties; complaints; Congressional, IG and GAO inquiries				L	S	
► Input to IP policy issues for DOE				L		
Environment, Safety, Health and National Defense				L		
► Cross-cutting environmental issues, including environmental restoration and waste				L	S	
► Site-specific environmental issues				L	S	
► Legal advice and counsel to Accident Investigation Board				L		
► Packaging and transportation				L	S	
► Price-Anderson/nuclear safety rules				L	S	
► Security and law enforcement				L	S	
► Congressional inquiries, IG reports				L	S	
► Employee concerns				L	S	
► National defense/nuclear weapons program issues				L	S	
► HS&E regulatory compliance				L	S	
► Emergency response, ARG, JTOT, RAP				L	S	
► Counterintelligence and OPSEC				L		SSO Assists
Contracts and Procurement				L		
► Legal advice and counsel on acquisition methods and systems				L		
► Contract management and administration				L		
► General M&O contract support				L		
► Acquisition, management and disposal of real property, including leases, easements, permits, and other real property interests				L		

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
► Representation of DOE in bid protests, contract disputes and contract appeals				L		
► Privatization and community transition				L		AMAU Assists
► Financial assistance, including grants and cooperative agreements				L		P&CD Assists
► Taxes				L		P&CD Assists
<b>Safeguards and Security</b>						
Safeguards and Security - General						
► Policy	L			S	S	
► Safeguards and Security Plan Approvals				L	S	
▪Site Office and Contractor						
▪Service Center						
► Surveys and Evaluations	S			L	S	
► Program Integration				L		
► Security Awareness Program				L	S	
Physical and Industrial Security				L	S	
▪Site Office and Contractor				L		
▪Service Center				L		
Administration of the Facility Clearance Program				L		
Material Control and Accountability Program				L	S	
NMSS	L			S	S	
Personnel Security Processing				L		
Administration of Substance Abuse Referral Program				L		
PSAP				L		
Administration of the DOE Basic Credentials Program				L		
Information Security				L		
► Classified Matter Protection and Control	S			L	S	
► Operations Security				L	S	
► Foreign Ownership Control and Influence				L		

# OAK RIDGE "AS IS" MAP

## Functions and Activities by Location

Functions	HQ	SC LPSO	PSO	Operations Office	Site Office	Notes
▶ Export Control Program Audit				L		
▶ Classification Authority				L		
▶ Technical Surveillance Countermeasures				L		
▶ Special Access Programs				L		
Cyber Security Operations				L	S	
Foreign Visits and Assignments Processing				L	S	
▶ Foreign Visits and Assignment Coordination				S	L	
▶ Classified Visits Program				L	S	